

SOLICITATION FOR:
Healey-Mystic Master Plan

Friends of the Healey (FOH)
In partnership with the Mystic Learning Center
And with support from the City of Somerville through
the Community Preservation Act

Release Date: Wednesday, September 9, 2015
Questions Due: Thursday, September 17, 2015 4:30PM EST
Due Date and Time: September 30, 2015 11AM EST

| | |
|------------------------------------|---------------------------------------|
| Anticipated Contract Award | October 2, 2015 |
| Est. Contract Commencement Date | October 6, 2015 |
| Est. Contract Completion Date | March 31, 2016 |
| Est. Renewal Years (If Applicable) | April 1, 2016 – March 31, 2019 |

DELIVER TO:
City of Somerville
Purchasing Department
Attn: Michael Richards
Procurement Analyst, City of Somerville
mrichards@somervillema.gov
93 Highland Avenue
Somerville, MA 02143

NOTICE TO PROPOSERS

RFP 16-23CPA

All bids must be in accordance with terms and conditions set forth herein as stated.

| | |
|-------------------|--|
| SECTION A. | Sealed proposals for: RFP 16-23CPA Healey-Mystic Master Plan Bid The bids will be received at the office of the Purchasing Director, Somerville City Hall, 93 Highland Avenue, Somerville, MA. 02143 no later than September 30, 2015 |
| SECTION B. | Forms of price bid, specifications and terms of contract can be obtained at the above office on or after 9/9/2015 |
| SECTION C. | Bid envelopes shall be clearly marked as follows: Healey-Mystic Master Plan Bid No: RFP 16-23CPA |
| SECTION D. | If awarded vendor is a Corporation, vendor must comply with request for "Certificate of Good Standing". See attached instructions. |
| SECTION E. | INSURANCE: Awarded Vendor must comply with insurance requirements as stated in the bid package. |
| SECTION F. | Living Wage - See Section 5.0 |
| SECTION G. | The requirements in Section E or F will be waived if the words "Non-Applicable" (N/A) are inserted in the space designated. |
| SECTION H. | The FOH reserves the right to accept or reject any or all bids, to waive any informalities, to divide the award, to amend any specifications or to accept any portion of a bid, if in its sole judgment, the best interest of the FOH would be served by so doing. |
| SECTION I. | The FOH reserves the right to cancel a contract, if awarded bidder does not respond to all necessary documents and required signature forms within ten (10) working days of receipt of contract. |

Signature: _____

Company: _____

By: _____ Title: _____

Date: _____ Tel. No: _____ Fax: _____

**CITY OF SOMERVILLE MASSACHUSETTS
SOMERVILLE CITY HALL
93 HIGHLAND AVENUE
SOMERVILLE, MA 02143**

**BIDDING INSTRUCTIONS FOR
Healey-Mystic Master Plan Bid No. RFP 16-23CPA**

Enclosed you will find a request for proposal for: Healey-Mystic Master Plan

**SECTION 1.0
GENERAL INFORMATION ON BID PROCESS**

1.1 General

- **Applicants should submit a concise summary of your qualifications and approach to the work. A summary document of no more than 5 pages is required.**
- **All bids must include a link to a shared Google folder with a complete electronic version of the non-price proposal.**
- A complete bid consists of all documents listed in Sections 2.0, 4.0, 5.0 and all related appendices. Bids will be considered non-compliant and will be rejected if all required documents are not present.
- A complete bid must also include a cover letter signed by an official authorized to bind the proposer contractually and contain a statement that the proposal is firm for ninety (90) days. An unsigned letter or one signed by an individual not authorized to bind the Offeror will be disqualified. The signature of the Offeror's authorized official(s) must be provided on all the proposal forms.
- The Friends of the Healey (FOH) reserves the right to reject any or all proposals, waive minor informalities, and accept the proposal deemed to be in the best interest of the FOH.
- The successful Offeror must be an Equal Opportunity Employer.
- All information in the Offeror's response should be organized and presented in a clear / concise format. Accuracy and completeness are essential. The successful response will be incorporated into a contract as an exhibit; therefore, Offerors should not make claims to which they are not prepared to commit themselves contractually.
- The Price Summary Form in Section 4 must be completed. No substitute form will be accepted. Pricing must remain firm for the entire contract period.
- Failure to answer any questions, to complete any form, or to provide the documentation required will be deemed non-responsive and could result in disqualification
- Please review and return your sealed bids as sent. Also, ensure that all forms are completed and your bid response is submitted as requested.

1.2 Submission Instructions

Please submit two sealed envelopes, all within one sealed packaged, with the following contents and marked in the following manner:

| Contents of Envelope | Marked As |
|--|--|
| Envelope 1 Non-Price Technical Proposal: Shall Include (1) original and one (1) electronic copy. Electronic copies are to be submitted via a URL to a shared Google folder (or some other equivalent cloud-based storage folder). | To Be Marked: Non-Price Proposal Healey-Mystic Master Plan RFP 16-23CPA |
| Envelope 2 Price Proposal: Shall Include (1) original. | To Be Marked: Price Proposal Healey-Mystic Master Plan RFP 16-23CPA |
| Please send the complete sealed package to the attention of : | Michael Richards Procurement Analyst Purchasing Department Somerville City Hall 93 Highland Avenue Somerville, MA 02143 |

Reference: The Proposer shall list at least two relevant references. The FOH reserves the right to use itself as a reference. References shall include the following information.

- The name, address and telephone number of each client listed above.
- A description of the work performed under each contract.
- A description of the nature of the relationship between proposer and the customer.
- The name and telephone number of the person the Friends of the Healey may contact as a reference.
- The amount of the contract.
- The volume of the work performed.
- The dates of performance.

1.3 Questions

Questions are due: Thursday, September 17, 2015 4:30PM EST

By email to: Michael Richards, mrichards@somervillema.gov

Answers will be sent via an addendum to all Offerors who received this solicitation through the Purchasing Department. Bidders are encouraged to contact the Purchasing Department to register as a bid document holder to automatically receive addenda as they are issued. It is the responsibility of the Offeror to also monitor the bid portal on the City's website for any updates, addendums, etc. regarding that specific solicitation.

The web address is:

<http://www.somervillema.gov/departments/finance/purchasing/bids.>

1.4 Bidding Schedule

Key dates for this Request for Proposals:

| | |
|---|--|
| RFP Issued | <i>Wednesday, September 9, 2015</i> |
| Deadline for Submitting Questions to RFP | <i>Thursday, September 17, 2015 4:30PM EST</i> |
| Proposals Due | <i>September 30, 2015 11AM EST</i> |
| Anticipated Contract Award | <i>October 2, 2015</i> |
| Est. Contract Commencement Date | <i>October 6, 2015</i> |
| Est. Contract Completion Date | <i>March 31, 2016</i> |

| | |
|--|--|
| Responses must be delivered by September 30, 2015 11AM EST to: | City of Somerville Attn: Michael Richards 93 Highland Avenue Somerville, MA 02143 |
|--|--|

SECTION 2.0 SPECIFICATIONS/SCOPE OF SERVICES

2.1 Background

Purpose. The purpose of this request for proposals (RFP) is to select an urban landscape architect to work in partnership with the Friends of the Healey (FOH) to develop a master plan to acquire and develop land around the Healey-Mystic Neighborhood to better serve the public good.

Background

- **Somerville.** With approximately 80,000 people in 4 square miles (10 km²), the City of Somerville is the densest municipality in New England. Somerville residents enjoy a vibrant, safe urban life with excellent restaurants, music, and artistic activities. Over the last forty years, Somerville has greatly diversified its population, adding substantial gentrifying and immigrant populations to the traditionally white, working-class population. The diversification has been uneven, with most gentrification occurring in the west side of Somerville among residents aged 25-40. Over the same time, the number of school age residents has dropped in half from approximately 12,000 down to 6,000 and the % of students attending schools eligible for free and reduced lunch has nearly doubled from 35% to 65%.
- **Community Preservation Act.** In November 2012, the City of Somerville joined 154 other communities in the Commonwealth of Massachusetts in enacting the Community Preservation Act (CPA) provisions to create an annual funding source dedicated to affordable housing, historic preservation, open space, and outdoor recreation.



- **Healey-Mystic Neighborhood.** The focus of this project is the triangle formed between the Healey School, the Mystic Housing Authority, and the Blessing of the Bay Boathouse. A documentary was published in 1986 by Somerville Community Access Television https://archive.org/details/scatv-349/TheStaircase_1986
 - The **Arthur D Healey School** is a K-8 public school located at 5 Meacham Street on a bluff overlooking the Mystic Housing Authority neighborhood. It is an integrated program attracting families from across the city who want a progressive, effective education program.

- The **Mystic Housing Authority** neighborhood serves lower income families through subsidized housing. The Mystic Learning Center is an afterschool program located within the MHA.
- The **Blessing of the Bay Boathouse** is a DCR owned recreational facility that provides access the Mystic River for rowers and certain other limited uses.
- **Healey-Mystic Master Plan Grant Application.** In 2014, the FOH applied for a \$45,000 grant from the City of Somerville through the Community Preservation Act to develop a master plan to research, design, and plan a multi-phased master plan to improve the open and recreation space and historic character of the land that encompasses the Healey School, Mystic Housing Authority, and Blessing of the Bay Boat House to include:
 1. Acquisition of the two vacant lots adjacent to the current Healey back lot and the land down the hill around the MWRA pump station;
 2. Restoration of those properties to open and recreational space;
 3. Rehabilitation of portions of the Healey recreation areas;
 4. Development of Parkour elements and improvement of the hill and stairs between the Healey and Mystic Housing Authority property, and;
 5. Enhancement and restoration of the structure and pedestrian corridor to the Blessing of the Bay boathouse

In the spring of 2015, the grant was awarded. A copy of the grant application is included below.

2.2 Scope of Work

This RFP outlines the work that will be funded by the Healey-Mystic Master Plan Grant Application. 100% of the \$45,000 are available to fund this work.

- The primary deliverable of the project is a master plan that includes an initial project with details sufficient to apply for subsequent CPA grant funds for development.
- There is an additional goal to achieve short-term progress where possible, including, but not limited to the acquisition of the adjacent, abandoned vacant lots.

It is expected that a combination of landscape architect, urban planner, legal, and community organizer skills will be needed to successfully be selected and complete the work.

Schedule. The goal is to create a project that harmonizes with the academic and fiscal year calendar. Key milestones include

- **September** - RFP released, school starts, applications received and evaluated
- **October** - consultant selected; initial community event inviting participation
- **November** - design charette 1
- **December** - options analysis
- **January** - design charette 2
- **February** - detailed design
- **March** - final report

2.3 Evaluation Process

Comparative Evaluation Criteria set forth in this section of the RFP shall be used to evaluate responsible and responsive proposals, according to the Method of Scoring table below. The Comparative Evaluation Criteria are:

| Comparative Evaluation Criteria | | Maximum Score | Actual Score |
|---------------------------------|--|---------------|--------------|
| 1 | Understanding of / familiarity with the specific space. | 20 | |
| 2 | Creativity and passion to transform the space into something special | 20 | |
| 3 | Experience with acquisition of vacant lots for public purposes | 20 | |
| 4 | Qualifications, experience, and references | 20 | |
| 5 | Understanding of project management and community organizing | 20 | |
| Total | | 100 | |

| Method of Scoring | |
|---------------------|--------|
| Highly Advantageous | 76-100 |
| Advantageous | 51-75 |
| Not Advantageous | 26-50 |
| Unacceptable | 0-25 |

All proposals will be reviewed by an evaluation committee. Final selection will be based upon the evaluators' analysis of the information and materials required under the RFP and provided by the proposing vendors in their submissions. The FOH reserves the right to involve an outside consultant in the selection process.

The FOH will only award a contract to a responsive and responsible Proposer. Before awarding the contract(s), the FOH may request additional information from the Proposer to insure that the Proposer has the resources necessary to perform the required services. The FOH reserves the right to reject any and all proposals if it determines that the criteria set forth have not been met.

2.9 Confidentiality

The Vendor agrees that it will ensure that its employees and others performing services under this contract will not use or disclose any non-public information unless authorized by the Purchasing Department. That includes confidential reports, information, discussions, procedures, and any other data that are collected, generated or results from the performance of this SOW.

All documents, photocopies, computer data and any other information of any kind collected or received by the Vendor in connection with the contract work shall be provided to the Purchasing Department upon request at the termination of the contract (i.e., the date on which final payment is made on the contract or at such other time as may be requested by the Purchasing Director or as otherwise agreed by Purchasing Director and the Vendor).

The Contractor may not discuss the contract work in progress with any outside party, including responding to media and press inquiries, without the prior written permission of the Purchasing Department. In addition, the Vendor may not issue news releases or similar items regarding contract award, any subsequent contract modifications, or any other contract-related matter without the prior written approval of the Purchasing Director. Requests to make such disclosure should be addressed in writing to the Purchasing Director.

2.10 Deliverables

Vendor shall provide for all day-to-day supervision, inspection and monitoring of all work performed to ensure compliance with the contract requirements. The contractor shall follow through to assure that all Friends of the Healey identified defects or omissions in the contract requirements are corrected.

SECTION 3.0
RULE FOR AWARD

The contract shall be awarded to the responsible and responsive proposer submitting the most advantageous proposal response, taking into consideration all evaluation criteria.

**SECTION 4.0
PRICING**

The undersigned proposes to supply and deliver the materials and services specified below in full accordance with the Bid Documents supplied by the FOH entitled:

**RFP 16-23CPA
Healey-Mystic Master Plan**

The Offeror proposes to furnish and deliver the services specified at a price not to exceed \$45,000.

| Price Summary Form, RFP 16-23CPA | |
|--|----------|
| <i>Base Bid Amount for Design Services</i> | \$ |
| Hourly Fee Schedule | |
| <i>Principal / Project Manager</i> | \$ |
| <i>Associate</i> | \$ |
| <i>Designer</i> | \$ |
| <i>LSP</i> | \$ |
| <i>Other:</i> | \$ _____ |

Please provide Unit Price for the following and include any additional fees not listed:

NAME OF COMPANY / INDIVIDUAL: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE/FAX/EMAIL: _____

SIGNATURE OF AUTHORIZED INDIVIDUAL: _____

Please acknowledge receipt of any and all Addendums (if applicable) by signing below and including this form in your proposal package. Failure to do so may subject the proposer to disqualification.

ACKNOWLEDGEMENT OF ADDENDUMS:

Addendum #1 _____ **#2** _____ **#3** _____ **#4** _____

SECTION 5.0
FORMS FOR SUBMISSION

Certificate of Signature Authority
Non-Collusion and Tax Compliance

Certificate of Authority (Corporations Only)

Instructions: Complete this form and sign and date where indicated below.

1. I hereby certify that I, the undersigned, am the duly elected Clerk/Secretary of

_____. **(Insert Full
Name of Corporation)**

2. I hereby certify that the following individual _____
(Insert the Name of Officer who Signed the Contract and Bonds)

is the duly elected _____ of said Corporation.
(Insert the Title of the Officer in Line 2)

3. I hereby certify that on _____
(Insert Date: Must be on or before Date Officer Signed Contract/Bonds)

at a duly authorized meeting of the Board of Directors of said corporation, at which a quorum was present, it was voted that

(Insert Name of Officer from Line 2) (Insert Title of Officer from Line 2)

of this corporation be and hereby is authorized to make, enter into, execute, and deliver contracts and bonds in the name and on behalf of said corporation, and affix its Corporate Seal thereto, and such execution of any contract of obligation in this corporation's name and on its behalf, with or without the Corporate Seal, shall be valid and binding upon this corporation; and that the above vote has not been amended or rescinded and remains in full force and effect as of the date set forth below.

4. **ATTEST:**

Signature: _____
HERE

AFFIX CORPORATE SEAL

Secretary) **(Clerk or**

Printed Name: _____

Printed Title: _____

Date: _____
(Date Must Be on or after Date Officer Signed Contract/Bonds)

Certificate of Authority (Limited Liability Companies Only)

Instructions: Complete this form and sign and date where indicated below.

1. I, the undersigned, being a member or manager of

(Complete Name of Limited Liability Company)

a limited liability company (LLC) hereby certify as to the contents of this form for the purpose of contracting with the City of Somerville.

2. The LLC is organized under the laws of the state of: _____.

3. The LLC is managed by **(check one)** a ☐ Manager or by its ☒ Members.

4. I hereby certify that each of the following individual(s) is:

- a member/manager of the LLC;
- duly authorized to execute and deliver this contract, agreement, and/or other legally binding documents relating to any contract and/or agreement on behalf of the LLC;
- duly authorized to do and perform all acts and things necessary or appropriate to carry out the terms of this contract or agreement on behalf of the LLC; and
- that no resolution, vote, or other document or action is necessary to establish such authority.

| <u>Name</u> | <u>Title</u> |
|-------------|--------------|
| | |
| | |
| | |

5. **Signature:**_____

Printed Name: _____

Printed Title:

Date: _____

Non-Collusion Form and Tax Compliance Certification

Instructions: Complete each part of this two-part form and sign and date where indicated below.

A. NON-COLLUSION FORM

I, the undersigned, hereby certify under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person.

As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature: _____

(Individual

Submitted Bid or Proposal)

Duly Authorized

Name of Business or

Entity: _____

Date: _____

B. TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support, as well as paid all contributions and payments in lieu of contributions pursuant to MGL 151A, §19A(b).

Signature: _____

(Duly Authorized

Representative of Vendor)

Name of Business or

Entity: _____

Social Security Number or Federal Tax ID#: _____

Date: _____

SECTION 6.0 INSTRUCTIONS TO OFFEROR

6.1 General Information & Submission Instructions

6.2 Proposal Format

Responses must be submitted in accordance with the requirements set forth in this solicitation. These requirements were developed to standardize the preparation of responses while helping to assure consistency in format and content. This process will reduce the time required to prepare a response and will simplify the review process. Results of the proposal review process will be utilized to establish a preliminary ranking of the proposers. The FOH may interview the top ranked candidates as part of the evaluation process. All information in the technical proposal should be organized and presented as directed below. Your Proposal response should contain all forms outlined in the Proposers Checklist in the order that they appear.

Responses shall be prepared on standard 8.5 x 11 inch paper (charts may be landscaped but must be on 8.5 x 11 inch paper) and shall be in a legible font size. All pages of each response shall be appropriately numbered, and identified with the solicitation number. For ease of reference, consecutive page numbering with tabs is required.

6.2.1 Cover Letter

Include a cover letter will summarize, in a brief and concise manner that the Offeror understands of the requested services. Please include the official name of the firm submitting the proposal, mailing address, e-mail address, telephone number, fax number and contact name. The letter must be signed by an official authorized to bind the proposer contractually and contain a statement that the proposal is firm for ninety (90) days. An unsigned letter or one signed by an individual not authorized to bind the Offeror will be disqualified.

6.2.2 Qualifications & Experience

The proposer shall include qualifications and experience of the firm (or sole proprietor). The proposer shall identify the year the firm was established, the total number of employees currently employed, and the number of employees focused on this engagement. This section should also generally describe work which is similar in scope and complexity which the Offeror has undertaken in the past. A discussion of the challenges faced, and solutions developed are highly recommended. The proposer may include any additional literature and product brochures.

6.3 Price Proposal Format

Because this procurement is being undertaken by a private, not-for-profit entity, not a municipality, and due to the fact that there is a set budget for the project, it need to conform in full to Chapter 30B in separation of price information from the rest of the proposal.

6.3.2 Price Summary Page

See Section 4.0.

6.3.3 Bid Prices to Remain Firm

All bid prices submitted in response to this solicitation must remain firm for 90 days following the bid opening.

6.3.4 Price Submission

All prices must contain the unit rate as requested on the bid price form in this solicitation. All prices are to include delivery, the cost of fuel, the cost of labor and all other charges related to the products or services listed. Prices are to remain fixed for the contract period of performance.

6.4 Bid Signature

A response must be signed as follows: 1) if the Offeror is an individual, by her/him personally; 2) if the Offeror is a partnership, by the name of the partnership, followed by the signature of each general partner; and 3) if the Offeror is a corporation, by the authorized officer, whose signature must be attested to by the clerk/secretary of the corporation, and with the corporate seal affixed.

6.6 Unforeseen Office Closure

If, at the time of the scheduled bid opening, Purchasing Department is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the bid opening will be postponed until 2:00 p.m. on the next normal business day. Bids will be accepted until that date and time.

6.7 Changes & Addenda

If any changes are made to this solicitation, an addendum will be issued. Addenda will be emailed or faxed to all bidders on record as having picked up the solicitation. The City will also post addendums on its website (<http://www.somervillema.gov/departments/finance/purchasing/bids>). No changes may be made to the solicitation documents by the Offerors without written authorization and/or an addendum from the Purchasing Department.

6.8 Modification or Withdrawal of Bids, Mistakes, and Minor Informalities

An Offeror may correct, modify, or withdraw a bid by written notice received by the FOH prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope clearly labeled "Modification No.____" to the address listed in part one of this section. Each modification must be numbered in sequence, and must reference the original solicitation.

After the bid opening, an Offeror may not change any provision of the bid in a manner prejudicial to the interests of the FOH or fair competition. Minor informalities will be waived or the bidder will be allowed to correct them. If a mistake and the intended bid are clearly evident on the face of the bid document, the mistake will be corrected to reflect the intended correct bid, and the bidder will be notified in writing; the bidder may not withdraw the bid. A bidder may withdraw a bid if a mistake is clearly evident on the face of the bid document, but the intended

correct bid is not similarly evident.

6.9 Right to Cancel/Reject Bids

The Friends of the Healey may cancel this solicitation, or reject in whole or in part any and all bids, if the FOH determines that cancellation or rejection serves the best interests of the Friends of the Healey.

6.10 Unbalanced Bids

The FOH reserves the right to reject unbalanced, front-loaded and conditional bids.

6.11 Brand Name “or Equal”

Any references to any brand name or proprietary product in the specifications shall require the acceptance of an equal or better brand. The FOH has the right to make the final determination as to whether an alternate brand is equal to the brand specified.

6.12 Cancellation

The FOH reserves the right to cancel this contract at any time on any grounds, including the vendor’s failure to comply with the Scope of Work (SOW) provided herein.

6.13 Insurance

Vendor’s liability insurance shall be purchased and maintained by the Vendor to protect him from claims under Worker’s Compensation Acts and other employee benefits acts, claims from damages because of bodily injury, including death, and from claims for damages, other than to the work itself, to property which may arise out of or result from the Vendor’s operation under this agreement, whether such operation by himself or anyone employed by them. This insurance shall be written for not less than any limits of law, whichever is the greater and shall include contractual liability applicable to Vendor’s obligations. The Vendor shall deposit with the FOH standard certificates of insurance thereof for any insurance about to expire at least ten (10) days before such expiration. All such insurance policies shall contain an endorsement or provision requiring thirty (30) days written notice to the FOH prior to cancellations or material change in coverage, scope, or amount of any such policy or policies. Compliance by Vendor with the insurance requirement, however, shall not relieve Vendor from liability under the indemnity provisions. Vendor shall require subcontractors to provide and maintain the required insurance at subcontractors’ expense. Subcontractors shall list the FOH and Contractor as additional insured where applicable.

6.14 Independent Contractor

Vendor is not an agent or employee of the FOH or the City of Somerville and is not authorized to act on behalf of either the FOH or the City of Somerville.

6.15 Subcontractors

Vendor shall not engage any other company, sub-contractor or individual to perform any obligation hereunder, without the prior written consent of the Friends of the Healey.

6.16 Governing Law

The contractor shall comply with all Federal, State and Local laws regulations and ordinances governing this type of work.

6.17 Discrimination

It is understood and agreed that it shall be a material breach of any contract resulting from this RFP for the contractor to engage in any practice which shall violate any provision of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religion, creed, national origin, sex, or ancestry.

6.18 Financial and Operational Information

By submitting a proposal, the proposer authorized the FOH to contact any and all parties referenced by the proposer regarding financial and operational information.

6.19 Payment

The FOH shall make no payment for a supply or service rendered prior to the execution of the contract.

6.20 Extension of Contract

The FOH reserves the right to extend the time of any contract resulting from the bid as needed and/or to increase the value by 25% at the sole discretion of the Purchasing Director.

- a. The Offeror's submission will remain in effect for a period of 90 days from the response deadline or until it is formally withdrawn, a contract is executed or this solicitation is canceled, whichever occurs first.
- b. The FOH will have the option to cancel the contract provided that written notice is given 90 days prior to the effective termination date.

The Procurement Officer shall cancel the contract if funds are not appropriated or otherwise made available to support continuation of performance in any fiscal year succeeding the first year.

APPENDIX A
Friends of the Healey CPA Application

Healey-Mystic Master Plan Community Preservation Act

Project Description

1. Describe the project, including the project location and the property involved.

The Friends of the Healey in partnership with the Mystic Learning Center seek funds from CPA to research, design, and plan a multi-phased master plan to improve the open and recreation space and historic character of the land that encompasses the Healey School, Mystic Housing Authority, and Blessing of the Bay Boat House. Included in this master plan would be exploration of:

- 1) Acquisition of the two vacant lots adjacent to the current Healey back lot and the land down the hill around the MWRA pump station;
- 2) Restoration of those properties to open and recreational space;
- 3) Rehabilitation of portions of the Healey recreation areas;
- 4) Development of Parkour elements and improve the hill and stairs between the Healey and Mystic Housing Authority property, and;
- 5) Enhancement and restoration of the structure and pedestrian corridor to the Blessing of the Bay boathouse

The process envisioned would be that the Friends of the Healey would draft and issue a simple request for proposals and select from responses a consultant to guide and lead the work.

2. Why is this project needed? How does it preserve and enhance the character of Somerville? How does the project benefit the public? What population(s) will it serve? How will the success of this project be measured?

The project will create a master plan, which will serve as the foundation for the development of future other projects. By linking the Healey School, Mystic Learning Center, and Blessing of the Bay Boathouse in a single master plan, we aim to create a new neighborhood that will connect east and west Somerville with each other and with the riverfront. This project will serve all of Somerville, but especially those individuals living in the Mystic Housing Authority, for whom access to open and recreation space is severely limited. This project directly preserves and enhances the character of Somerville, meeting the mandate outlined by the city in its Five Year Consolidated Plan 2008-2013 for Parks and Open Spaces. "As a densely populated city, Somerville has made the protection and creation of open space a top priority. Only 123 acres, or 4.7%, of the City's 4.1 square miles meet the definition of public open spaces; yet these spaces, particularly the parks, playgrounds, and recreational paths, are intensively used by the City's nearly 80,000 residents...Ultimately, the quality of life for all of Somerville's residents is enriched by the quality of the open space in each of the City's neighborhoods, whether the space is enjoyed for recreational activity or green tranquility."

3. How does the project meet the general and category-specific priorities outlined in the Community Preservation Plan?

This project combines the acquisition and enhancement of new and existing open space and recreation space that will benefit the kids in the neighborhood of the Healey, all residents of the Mystic Housing Authority, and everyone who enjoys the Mystic River. It meets several of the priorities within the CPA Focus Areas for Open Space and Recreational Land: Support the acquisition of land for and creation of new publicly accessible open space and recreational land.

- Expand access to and use of the Mystic River and Alewife Brook corridors.
- Creatively and coherently combine multiple uses that meet community need.
Additionally, this project meets several of the general priorities that are consistent with the community's values, including to:
 - Improve accessibility for all members of the community
 - Incorporate sustainable practices and design
 - Are consistent with the goals and priorities established in other current planning documents but not explicitly addressed in this plan
 - Address two or more of the CPA focus areas (i.e., blended projects)

- Finally, this project will use CPA funding strategically, by:
- Addressing long-standing or urgent needs in the community
 - Taking advantage of exceptional, time-sensitive opportunities
 - Serving as catalysts for transformative change

Financial

1. Describe all successful and unsuccessful attempts to secure funding and/or in-kind contributions, donations, or volunteer labor for the project. Describe any cost-saving measures to be implemented.

Community members have put in hundreds of hours acquiring and improving the current Healey Community Garden and exploring ideas to improve the area around the Healey School. If funded, this project would provide professional facilitation that would harness and coordinate hundreds of additional volunteer hours.

2. How was the total CPA funding request determined?

The amount requested was determined in consultation with our network of advisors, including:

- Josh Safdie, Associate Principal at Kessler, McGuinness & Associates, LLC
- Heather Heimarck, Director of the Landscape Institute, Boston Architectural College

3. Will the project require funding over multiple years? If so, please provide annual funding requirements.

This project is requesting funding for one year. Once the master plan has been developed, the scope of the project will be defined and the budget needed to implement that plan will be created.

Project Management

1. Describe the applicant. Are they public, private non-profit, private for-profit, an individual, a partnership, or another type of entity? What is their history and background? Provide any additional relevant information.

The Friends of the Healey, Inc. is a small and entirely volunteer run non-profit founded in 2007 to support the Arthur D. Healey School, one of the largest K-8 public schools in Somerville, MA. The Friends of the Healey has three Board members who receive input from the Healey School Community Council. Inclusive of all staff and families in the school community, a core group of active parent volunteers run administrative aspects of the non-profit, lead committees and implement special projects. For example, Friends of the Healey provides funding, planning and logistical organization of *Essential Experiences in the Arts, Science and Social Studies*. These include assemblies, lunchtime concerts, field trips, parent outreach and communication, resources for teachers to integrate arts into the classroom, and bi-annual off-site educational experiences.

2. Demonstrate that the applicant has successfully completed projects of similar type and scale or has the ability to complete the project as proposed.

The Healey School's annual organizational budget exceeds 3 million annually, and 99% of it is dedicated to teacher and staff salaries. This leaves only \$40,000 for discretionary spending including all supplies and teaching materials. For this reason, Friends of the Healey dedicates itself to supporting enrichment opportunities that can level the playing field for our low income and diverse student body. A direct mail appeal, restaurant fundraisers, an Arts Gala, and additional fundraising activities (for instance, bake sales or selling Healey School merchandise) comprise our core individual giving program, which raises an average of \$20,000 each year.

3. Identify and describe the roles of all known participants, including the project manager.

The project steering committee includes five individuals with substantial project management experience.

- Greg Nadeau, Manager, Public Consulting Group. Greg currently leads a \$46M instructional systems project for the New York State Education Department. He has managed over a dozen major projects ranging in size, mostly focused on education technology.
 - Fluffy Bergman, Director, Mystic Learning Center. Fluffy is a proven leader in making a positive impact on kids. Each year her work at the Mystic Learning Center provides a diverse group of kids with academic support, enrichment, and wrap around services.
 - Josh Safdie, Associate Principal at Kessler, McGuinness & Associates, LLC. Josh is an architect specializing in universal accessibility. He is a member of the Somerville Zoning Board of Appeals.
 - Heather Heimarck, Director of the Landscape Institute, Boston Architectural College. Heather is a respected leader in the field of landscape architecture.
 - Marisa Wolsky, President of Friends of the Healey and Executive Producer at WGBH Educational Foundation, specializes in turning STEM content into educational resources and entertaining media for children. Marisa has a wealth of experience managing complex, federally-funded projects.
- If awarded, Greg Nadeau will serve as project manager for the project.

4. Describe the feasibility of the project and how it can be implemented within the timeline and budget included in this application.

We are fully prepared to execute this project with volunteer leadership and professional support paid for by the grant.

| Project Plan Schedule | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
|--|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Convene steering committee | | x | x | x | x | x | x | x | x | x | x | x |
| Convene advisory group | | | x | | x | | x | | x | | x | |
| Draft project consultant RFP | | 0 | x | | | | | | | | | |
| Issue RFP | | | x | | | | | | | | | |
| Select project consultant | | | | x | | | | | | | | |
| Kick off consultant work | | | | x | | | | | | | | |
| Conduct design charrette 1 | | | | x | | | | | | | | |
| Conduct design charrette 2 | | | | | | x | | | | | | |
| Conduct design charrette 3 | | | | | | | | x | | | | |
| Research lots adjacent to Healey | | | | | 0 | x | | | | | | |
| Develop space acquisition action plan | | | | | 0 | x | | | | | | |
| Take steps in partnership with City to acquire | | | | | 0 | - | - | - | x | | | |
| Develop Healey-Mystic Master Plan | | | | 0 | - | - | - | - | - | x | | |
| Prepare final presentation | | | | | | | | | | 0 | x | |
| Complete project | | | | | | | | | | | x | |

0 = start of task

x = end of

5. Describe any known or potential barriers to the successful on-time commencement and completion of the project, including any permits or inspections required.

The funds requested would result in creation of capacity for the Friends of the Healey and partner organizations to better serve the neighborhood and city. Because this a planning grant, permits or inspections will not be needed. However, once the master plan is created, there could be barriers to implementation. These could include: cost, land acquisition, and permitting, among others.

6. Describe any ongoing maintenance required and who will be responsible for it.

The plan itself will not require maintenance. Maintenance of lots and/or enhancements to the physical space will be identified in the master plan, for which we will seek future funding.